

**Cascade County Adult Detention Center
3800 Ulm N. Frontage Rd
Great Falls, MT 59404**

**Request for Qualifications
Architectural/Engineering Services**

Cascade County (County) is in the planning stages of the design and construction of the removal of the old roof and installation for approximately 102808 S.F. flat rubberized new roof, to their existing Cascade County Adult Detention Center (ADC) facility. The construction will take place while the building is occupied, and design documents will need to show the proposed phasing, sitework access, security measures and controls that the General Contractor will need to provide during construction.

Contingent upon final approval of project, the County is soliciting a Statement of Qualifications (SOQ or Proposal) for architectural and engineering services to assist in designing and supervising construction of this project. Work on this project must comply with all applicable local, state, and federal requirements. Payment and terms will be negotiated with the selected offeror.

A. Background Information

The proposed project is to remove and replace the existing damaged rubber roof, that is attached to three different roofs and is approximately 102808 S.F. During the removal and replacement of the roof, other repairs, may need to take place, and bid documents will address these repairs and upgrades.

B. Scope of Work – Architect/Engineer’s Basic Services

The basic services to be provided will include full-service design and construction administration:

1. The scope of work under the architect/engineer’s basic services consists of those described and included under normal geotechnical, civil, structural, mechanical, and electrical engineering services, interior design, and landscaping, as well, the architect/engineer will be expected to organize and participate in design charrettes with members of the staff, and department heads. The architect/engineer shall provide a preliminary evaluation of the owner’s program, schedule and construction budget requirements, each in terms of the other, subject to the limitations addressed. The design team’s preliminary budget of the project must fit the proposed budget of the project, or the scope of the project must be adjusted to fit. The architect/engineer shall assure the design incorporates all state and federal building code requirements such as accessibility requirements under ADA, energy efficiency for existing buildings, as well as all life safety codes.
2. Preparing the construction bid package in conformance with the applicable federal and state requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening and issuing the notice to proceed;
3. Conducting the preconstruction conference;
4. Providing regular oversight of construction work, facilitating and recording weekly construction meetings, construction administration and preparing inspection reports;

5. Providing quality control to ensure the contractor is providing materials, labor and products consistent with what is identified in the design and specifications;
6. Providing quality control to ensure compliance with technical specifications and conformance with codes and standards;
7. Reviewing and approving all contractor requests for payment and submitting approved requests to owner for payment;
8. Providing one complete set of as-built, reproducible plan drawings to owner upon project completion, based on General Contractors redlines;
9. Conducting final inspection necessary for certificate of completion, etc.

Proposal Content

5 hard copies are required to be timely submitted. Legibility, clarity, and completeness are essential. Proposals should provide assurance that the firm has the professional capability, availability, and to satisfactorily and timely complete all the tasks as described in this RFQ. Responses may not exceed 4 one-sided pages, not including resumes of key personnel, and cover letter. **Responses should include:**

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience, qualifications, and specific roles of other staff to be assigned to the project;
4. A description of the firm's prior experience, including design and construction management of similar projects (include information on size and cost, specific accessibility and special needs requirements, size of community, location, original construction estimate and final project costs, and name of the owner's representative who is knowledgeable regarding the firm's performance);
5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and

Time-Line

The proposals are due January 28, 2021, by 2:00 PM. The architect/engineering contract will be awarded after all appropriate approvals. It is anticipated that the preliminary design will be started spring of 2021 and construction will commence summer of 2021.

Respondents' proposals will be evaluated based on the following factors:

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| 1. Consultant Qualifications and Experience (including reference checks) – demonstrated competence and qualifications for service required | 15% |
| 2. Availability and Capacity of the personnel for the entire design team to be assigned to the project to respond in a timely manner and keep on budget | 10% |
| 3. Present and projected workload at the time of proposed project | 10% |
| 4. Related Experience on similar projects | 25% |
| 5. Recent and current work for County | 25% |
| 6. Location of the firm | 5% |
| 7. Overall quality of proposal | 10% |

The selection may be made from this RFQ or selected finalists may be interviewed and will be based on a selection committee's evaluation of the written responses. Contract negotiations will commence with the highest-ranked architectural/engineering firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked architectural/engineering firm will be approached, and so on.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the owner reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, or unsatisfactory. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the County, all factors considered. Unsuccessful offerors will be notified as soon as possible. The County reserves the right to increase the scope of work with the contractor as long as the increase is within the contractor's ability.

Questions should be directed to, and proposals should be delivered or sent to:

Les Payne, Director
Cascade County Public Works Department
279 Vaughn S Frontage Rd
Great Falls, MT 59404
(406) 454-6920

Cascade County is an Equal Opportunity Employer. Minorities and women are encouraged to apply.

The owner makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or the Contractor's ability to perform the essential duties of the job. In order for the owner to make such accommodations, the applicant must make known any needed accommodation. The TTY number is 1-800-253-4091.